

# Leave/Overtime Requests For Employees

This presentation covers the following:

- [Leave/Overtime Request Basic Information](#)
- [Creating a Leave/Overtime Request](#)
  - [Leave Request](#)
  - [Overtime Request](#)
- [Viewing a Leave/Overtime Request](#)
- [Accessing an Archived Leave/Overtime Request](#)

**Note:** each agenda item is linked to its position within the presentation. If you would like to skip ahead or review a specific action, click on the links above.

# Leave/Overtime Request:

## Basic Information

- This presentation applies only to agencies that have signed up to use the Leave/Overtime Request feature.
- It is best to submit only one request per pay period. The request can be edited as many times as needed until it is submitted for payroll.
- Your approver will receive an e-mail notification when you submit your leave/overtime request letting them know that a request is awaiting their action.
- Your time sheet cannot be submitted unless all leave/overtime requests have been approved. Your supervisor will receive an e-mail message stating that their immediate action is required every time you attempt to submit your time sheet while there is a leave/overtime request awaiting approval.
- Leave balances on the time sheet and leave/overtime request will only be accurate as of the last payroll processed.

# Leave/Overtime Request: Logging On

 <p>Brandon D Woolf Office of the State Controller</p>	 <p><a href="#">HOME</a> <a href="#">Logon</a> <a href="#">Help Desks</a> <a href="#">About Us</a> <a href="#">Contact</a> <a href="#">Search</a></p>						
<p><a href="#">Accounting</a> <a href="#">Payroll</a> <a href="#">Computer Services</a> <a href="#">Training</a> <a href="#">Public Information</a> <a href="#">Board of Examiners</a> <a href="#">SSA 218 Agreement</a></p>	<p><b>What's New</b></p> <div data-bbox="1267 701 1734 896" style="border: 1px solid black; background-color: yellow; padding: 10px;"><p>To log on, click one of the logon buttons to bring up the log on screen.</p></div>						
<p>Office of the State Controller 700 W. State St. P.O. Box 83720 Boise, ID 83720-0011 Phone: 208 334-3100</p>	<table border="1"><tr><th data-bbox="600 993 948 1039">Controller's Welcome</th><th data-bbox="948 993 1302 1039">Applications</th><th data-bbox="1302 993 1663 1039">About the Office</th></tr><tr><td data-bbox="600 1039 948 1272"><p>Welcome to our Web page. It has been developed to create a more efficient and effective working government...</p><p><a href="#">Read More</a></p></td><td data-bbox="948 1039 1302 1272"></td><td data-bbox="1302 1039 1663 1272"><p><a href="#">Contact Information</a> <a href="#">Duties of the State Controller</a> <a href="#">Employment</a> <a href="#">History</a> <a href="#">Management Team</a> <a href="#">National Boards &amp; Committees</a> <a href="#">State Boards &amp; Committees</a></p></td></tr></table>	Controller's Welcome	Applications	About the Office	<p>Welcome to our Web page. It has been developed to create a more efficient and effective working government...</p> <p><a href="#">Read More</a></p>		<p><a href="#">Contact Information</a> <a href="#">Duties of the State Controller</a> <a href="#">Employment</a> <a href="#">History</a> <a href="#">Management Team</a> <a href="#">National Boards &amp; Committees</a> <a href="#">State Boards &amp; Committees</a></p>
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<p><a href="#">Privacy &amp; Security</a> <a href="#">Accessibility</a> <a href="#">Related Links</a> <a href="#">Access Idaho</a></p>							

# Leave/Overtime Requests: Creating a Leave Request

## Application Selection Menu

You will only be able to access those applications you have been authorized to use.  
If you do not have authorization to enter an application that you wish to,  
contact your agency security administrator.

Change Password

Log Off

Change Question/Answer

Welcome:

### [Declare State Surplus Property](#)

Board of Examiners

Declare State Surplus Property

### [Employee Self Service](#)

Medical and Dental Enrollment, FSA, Direct Deposit,  
Address, Deductions

### [Form W-2](#)

Employee Form W-2

### [GAAP Closing Packages](#)

Agency FYE Accrual Entries for the  
State Comprehensive Annual Financial Report

### [IBIS](#)

Idaho Business Intelligence System

### [I-TIME](#)

Idaho Employee Time Entry System

### [Online Reporting](#)

Agency Financial and Payroll Reports

### [Pay Stubs](#)

Employee Pay Stubs

### [Statewide Accounting System](#)

Adjustments, Budgetary, Cash Receipts, P-Card,  
Payment Services, Req-PO, Travel  
Reimbursement, Vendor Maintenance,  
Vendor Remittance

Once you have logged on to the SCO Web site, you will be directed to the  
Application Selection Menu. Click on 'I-TIME' to get started.

# Leave/Overtime Requests: Creating a Leave Request

**L-Time** 07/19/2013 [\[Save\]](#) [\[Submit\]](#) [\[Comments\]](#) [\[Reset\]](#)

[\[Top\]](#) [\[Bottom\]](#) [\[Leave Balances\]](#) [\[Week One\]](#) [\[Week Two\]](#) [\[Overrides\]](#) [\[Status\]](#)

Welcome: Yoshiko

• Enter Time

07/07/13 - 07/20/13 ▼

07/07/13 - 07/20/13

07/21/13 - 08/03/13

08/04/13 - 08/17/13

08/18/13 - 08/31/13

09/01/13 - 09/14/13

09/15/13 - 09/28/13

09/29/13 - 10/12/13

10/13/13 - 10/26/13

10/27/13 - 11/09/13

11/10/13 - 11/23/13

11/24/13 - 12/07/13

12/08/13 - 12/21/13

12/22/13 - 01/04/14

01/05/14 - 01/18/14

01/19/14 - 02/01/14

02/02/14 - 02/15/14

02/16/14 - 03/01/14

03/02/14 - 03/15/14

03/16/14 - 03/29/14

03/30/14 - 04/12/14

04/13/14 - 04/26/14

04/27/14 - 05/10/14

05/11/14 - 05/24/14

05/25/14 - 06/07/14

**Cost Accounting**

Pay Period: 07/07/2013 to 07/20/2013 Pay Date: 08/02/2013

Employee Name: YOSHIKO UCHIDA Pay Location: 2027

Position: 0252 TEL Name: HUMAN RESOURCES

FINANCIAL SPECIALIST

**Leave Balances**

Create Leave/Overtime Request

Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll processed)

SIC: 14.9	VAC: 70.6	RHH: 0	COMP: 0	OCH: 0
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**Week One**

Using the drop-down box in the navigation area, select the pay period you would like to create a leave/overtime request for.

Note: if no pay period is selected, the request will default to the current pay period.

# Leave/Overtime Requests: Creating a Leave Request

**I-Time** 07/19/2013  
[\[Save\]](#) [\[Submit\]](#) [\[Comments\]](#) [\[Reset\]](#)

[\[Top\]](#) [\[Bottom\]](#) [\[Leave Balances\]](#) [\[Week One\]](#) [\[Week Two\]](#) [\[Overrides\]](#) [\[Status\]](#)

**Cost Accounting**

Pay Period: 07/07/2013 to 07/20/2013 Pay Date: 08/02/2013  
Employee Name: YOSHIKO UCHIDA Pay Location: 2027  
Position: 0252 TEL Name: HUMAN RESOURCES  
FINANCIAL SPECIALIST

**Leave Balances**

[Create Leave/Overtime Request](#)

Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll processed)

SIC: 14.9	VAC: 70.6	RHH: 0	COMP: 0	OCH: 0
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**Week One**

Click on the 'Create Leave/Overtime Request' link located above the employee leave balances.

<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0
<b>Totals:</b>		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Leave/Overtime Requests: Creating a Leave Request

Leave/Overtime Request										
Save			Submit				Cancel			
Employee Name:			YOSHIKO Y UCHIDA							
Pay Period:			07/07/2013 to 07/20/2013							
Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll processed)										
SIC: 14.9			VAC: 70.6		RHH: 0		COMP: 0		OCH: 0	
<input checked="" type="radio"/> Leave Request <input type="radio"/> Overtime Request										
<div>From this point, either a leave request or an overtime request can be created. Select 'Leave Request'. Once 'Leave Request' is selected, a 'Time Off Requested' section will appear.</div>										
<b>Week 1</b>										
Select to Delete	Select to Edit	Time Code								
<b>Week 2</b>										
Select to Delete	Select to Edit	Time Code	Sun 07/14/2013	Mon 07/15/2013	Tue 07/16/2013	Wed 07/17/2013	Thu 07/18/2013	Fri 07/19/2013	Sat 07/20/2013	Total
Employee Comments						Approver Comments				
Timestamp			Audit Trail							

# Leave/Overtime Requests: Creating a Leave Request

**Leave/Overtime Request**

[Save](#)[Submit](#)[Cancel](#)

Employee Name: YOSHIKO Y UCHIDA  
Pay Period: 07/07/2013 to 07/20/2013  
Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll processed)  
Sic: 14.9 VAC: 70.6 RHH: 0 COMP: 0 Oth: 0

**Time Off Requested**

[Add Hrs](#)

	Dates (mm/dd/yyyy)		Time Range	
Time Code	From Date	To Date	Start Time	End Time
<div></div>	<div></div>	<div></div>	<div></div> <input type="radio"/> am <input type="radio"/> pm	<div></div> <input type="radio"/> am <input type="radio"/> pm

Includes Lunches ☐ 1.5 hr ☐ 1 hr ☐ 1/2 hr ☒ No

Week 1

Select to Delete

Select Edit

Week 2

Select to Delete

Select Edit

13

Total

013

Total

The following fields must be completed in the 'Time Off Requested' section: Time Code, From and To Date, Start and End Time and Includes Lunches. See the next slide for more information on filling out these fields.

**NOTE:** Includes Lunches will default to 'No' if a lunch period is not selected.

# Leave/Overtime Requests: Creating a Leave Request

## Time Off Requested

<a href="#">Add Hrs</a>	Dates (mm/dd/yyyy)		Time Range	
Time Code	From Date	To Date	Start Time	End Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="radio"/> am <input type="radio"/> pm	<input type="text"/> <input type="radio"/> am <input type="radio"/> pm

Includes Lunches ☐ 1.5 hr ☐ 1 hr ☐ 1/2 hr ☒ No

March 2012

<< < Print > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Time Code:** select a time code from the drop down box. The available time codes are determined by your agency.

**Dates:** The date can be typed directly into the boxes; or clicking on the 'From Date' and 'To Date' will bring up a calendar from which the dates can be selected.

**Time Range:** time can be typed directly into the boxes; or clicking on the 'Start Time' and 'End Time' links will open a time selection box. Time will be in 15 minute increments.

**Lunch:** select if the time includes a lunch period.

### Select a Time X

12:00	12:15	12:30	12:45
1:00	1:15	1:30	1:45
2:00	2:15	2:30	2:45
3:00	3:15	3:30	3:45
4:00	4:15	4:30	4:45
5:00	5:15	5:30	5:45
6:00	6:15	6:30	6:45
7:00	7:15	7:30	7:45
8:00	8:15	8:30	8:45
9:00	9:15	9:30	9:45
10:00	10:15	10:30	10:45
11:00	11:15	11:30	11:45

# Leave/Overtime Requests: Creating a Leave Request

## Time Off Requested

<b>Add Hrs</b>	Dates (mm/dd/yyyy)		Time Range	
Time Code	From Date	To Date	Start Time	End Time
VAC ▾	07/08/2013	07/10/2013	08:00 <input checked="" type="radio"/> am <input type="radio"/> pm	05:00 <input type="radio"/> am <input checked="" type="radio"/> pm

Includes Lunches ☐ 1.5 hr ☒ 1 hr ☐ 1/2 hr ☐ No

Once the required fields have been completed, click 'Add Hours' to populate the time sheet below.

### Week 1

Select to Delete	Select to Edit	Time Code	Sun 07/07/2013	Mon 07/08/2013	Tue 07/09/2013	Wed 07/10/2013	Thu 07/11/2013	Fri 07/12/2013	Sat 07/13/2013	Total

### Week 2

Select to Delete	Select to Edit	Time Code	Sun 07/14/2013	Mon 07/15/2013	Tue 07/16/2013	Wed 07/17/2013	Thu 07/18/2013	Fri 07/19/2013	Sat 07/20/2013	Total

Employee Comments

Approver Comments

# Leave/Overtime Requests: Creating a Leave Request

## Time Off Requested

<b>Add Hrs</b>	<b>Dates</b> (mm/dd/yyyy)		<b>Time Range</b>	
<b>Time Code</b>	<b>From Date</b>	<b>To Date</b>	<b>Start Time</b>	<b>End Time</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="radio"/> am <input type="radio"/> pm	<input type="text"/> <input type="radio"/> am <input type="radio"/> pm

**Includes Lunches** ☐ 1.5 hr ☐ 1 hr ☐ 1/2 hr ☒ No

VAC 07/08/2013-07/10/2013 08:00 am - 05:00 pm Lunch=1

The requested leave will display in Week 1 or Week 2 of the time sheet. Once the request is submitted, an email will be sent to the approver with the summary information displayed in the center area.

## Week 1

Select to Delete	Select to Edit	Time Code	Sun 07/07/2013	Mon 07/08/2013	Tue 07/09/2013	Wed 07/10/2013	Thu 07/11/2013	Fri 07/12/2013	Sat 07/13/2013	Total
<input type="checkbox"/>	<input type="checkbox"/>	VAC		8.0	8.0	8.0				24

## Week 2

Select to Delete	Select to Edit	Time Code	Sun 07/14/2013	Mon 07/15/2013	Tue 07/16/2013	Wed 07/17/2013	Thu 07/18/2013	Fri 07/19/2013	Sat 07/20/2013	Total

Employee Comments

Approver Comments

# Leave/Overtime Requests: Creating a Leave Request

## Time Off Requested

<b>Add Hrs</b>	<b>Dates</b> (mm/dd/yyyy)		<b>Time Range</b>	
<b>Time Code</b>	<b>From Date</b>	<b>To Date</b>	<b>Start Time</b>	<b>End Time</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="radio"/> am <input type="radio"/> pm	<input type="text"/> <input type="radio"/> am <input type="radio"/> pm

Includes Lunches ☐ 1.5 hr ☐ 1 hr ☐ 1/2 hr ☒ No

VAC 07/08/2013-07/10/2013 08:00 am

A request can be edited as many times as needed. To edit the time in Week 1 or Week 2, click on 'Select to Edit'. To delete the time in specific week, click 'Select to Delete'.

**Note: please only use one leave request per pay period. Submitting multiple requests can delay the approval process.**

## Week 1

Select to Delete	Select to Edit	Time Code	Sun 07/07/2013	Mon 07/08/2013	Tue 07/09/2013	Wed 07/10/2013	Thu 07/11/2013	Fri 07/12/2013	Sat 07/13/2013	Total
<input type="checkbox"/>	<input type="checkbox"/>	VAC		8.0	8.0	8.0				24

## Week 2

Select to Delete	Select to Edit	Time Code	Sun 07/14/2013	Mon 07/15/2013	Tue 07/16/2013	Wed 07/17/2013	Thu 07/18/2013	Fri 07/19/2013	Sat 07/20/2013	Total

Employee Comments

Approver Comments

# Leave/Overtime Requests: Creating a Leave Request

## Week 1

Select to Delete	Select to Edit	Time Code	Sun 07/07/2013	Mon 07/08/2013	Tue 07/09/2013	Wed 07/10/2013	Thu 07/11/2013	Fri 07/12/2013	Sat 07/13/2013	Total
<input type="checkbox"/>	<input type="checkbox"/>	VAC		8.0	8.0	8.0				24

## Week 2

Select to Delete	Select to Edit	Time Code	Sun 07/14/2013	Mon 07/15/2013	Tue 07/16/2013	Wed 07/17/2013	Thu 07/18/2013	Fri 07/19/2013	Sat 07/20/2013	Total
<div> <div>Employee Comments</div> <div>Approver Comments</div> </div>										
<div> <div>Timestamp</div> <div>Audit Trail</div> </div>										
<div> <div>7/19/2013 9:52:16 AM</div> <div>YOSHIKO UCHIDA-140 - Created and Saved</div> </div>										

**Employee Comments** can be made at the bottom of the request.

**Approver Comments** can be viewed once the form has been sent to the approver (if the approver adds comments).

The **Audit Trail** documents each action taken on the request.

The **Timestamp** area documents when an action was taken and by whom.

**Note:** most agencies prefer that employee comments be submitted with any leave request.

# Leave/Overtime Requests: Creating a Leave Request

Leave/Overtime Request				
<u>Save</u>	<u>Submit</u>	<u>Cancel</u>		
Employee Name:		YOSHIKO Y UCHIDA		
Pay Period:		07/21/2013 to 08/03/2013		
Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll processed)				
SIC: 14.9		VAC: 70.6	RHH: 0	COMP: 0
			OCH: 0	

Once the request form has been completed, select one of the following options from the top of the page:

**Save:** will save all changes made to the leave/overtime request form in a draft status to allow edits or additions at a later time. Selecting 'Save' will not send an e-mail notification to the approver.

**Submit:** will save all changes made to the leave/overtime request and send an e-mail notification to the approver for review.

**Cancel:** will cancel out of the leave/overtime request without saving the changes.

# Leave/Overtime Requests: Creating an Overtime Request

**I-Time** 07/19/2013 [\[Save\]](#) [\[Submit\]](#) [\[Comments\]](#) [\[Reset\]](#)

[\[Top\]](#) [\[Bottom\]](#) [\[Leave Balances\]](#) [\[Week One\]](#) [\[Week Two\]](#) [\[Overrides\]](#) [\[Status\]](#)

Welcome: Yoshiko

• Enter Time

07/07/13 - 07/20/13 ▼  
07/07/13 - 07/20/13  
07/21/13 - 08/03/13  
08/04/13 - 08/17/13  
08/18/13 - 08/31/13  
09/01/13 - 09/14/13  
09/15/13 - 09/28/13  
09/29/13 - 10/12/13  
10/13/13 - 10/26/13  
10/27/13 - 11/09/13  
11/10/13 - 11/23/13  
11/24/13 - 12/07/13  
12/08/13 - 12/21/13  
12/22/13 - 01/04/14  
01/05/14 - 01/18/14  
01/19/14 - 02/01/14  
02/02/14 - 02/15/14  
02/16/14 - 03/01/14  
03/02/14 - 03/15/14  
03/16/14 - 03/29/14  
03/30/14 - 04/12/14  
04/13/14 - 04/26/14  
04/27/14 - 05/10/14  
05/11/14 - 05/24/14  
05/25/14 - 06/07/14

**Cost Accounting**

Pay Period: 07/07/2013 to 07/20/2013 Pay Date: 08/02/2013  
Employee Name: YOSHIKO UCHIDA Pay Location: 2027  
Position: 0252 TEL Name: HUMAN RESOURCES  
FINANCIAL SPECIALIST

**Leave Balances**

**Create Leave/Overtime Request**

Leave Balances as of 07/08/2013 (accurate for current timesheet - will change with each payroll processed)

SIC: 14.9	VAC: 70.6	RHH: 0	COMP: 0	OCH: 0
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**Week One**

Select the pay period you would like to create a leave/overtime request for by using the drop-down box in the left navigation frame. Then click on 'Create Leave/Overtime Request'.  
**Note: if no pay period is selected, the request will default to the current pay period.**

# Leave/Overtime Requests:

## Creating an Overtime Request

**Leave/Overtime Request**

Save
Submit
Cancel

Employee Name: YOSHIKO Y UCHIDA

Pay Period: 07/21/2013 to 08/03/2013

Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll processed)

SIC: 14.9	VAC: 70.6	RHH: 0	COMP: 0	OCH: 0
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● Leave Request
● **Overtime Request**

Select 'Overtime Request' to create an overtime request.

**Week 1**

Select to Delete	Select to Edit	Time Code	Sun 07/21/2013	Mon 07/22/2013	Tue 07/23/2013	Wed 07/24/2013	Thu 07/25/2013	Fri 07/26/2013	Sat 07/27/2013	Total

**Week 2**

Select to Delete	Select to Edit	Time Code	Sun 07/28/2013	Mon 07/29/2013	Tue 07/30/2013	Wed 07/31/2013	Thu 08/01/2013	Fri 08/02/2013	Sat 08/03/2013	Total

Employee Comments
Approver Comments

Timestamp
Audit Trail

# Leave/Overtime Requests:

## Creating an Overtime Request

**Leave/Overtime Request**

[Save](#)[Submit](#)[Cancel](#)

Employee Name: YOSHIKO Y UCHIDA

Pay Period: 07/21/2013 to 08/03/2013

Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll processed)

SIC: 14.9	VAC: 70.6	RHH: 0	COMP: 0	OCH: 0
-----------	-----------	--------	---------	--------

**Overtime Worked**

[Add Hrs](#)

Dates (mm/dd/yyyy)		Time Range	
<a href="#">From Date</a>	<a href="#">To Date</a>	<a href="#">Start Time</a>	<a href="#">End Time</a>
07/27/2013	07/27/2013	08:00 <input checked="" type="radio"/> am <input type="radio"/> pm	04:00 <input type="radio"/> am <input checked="" type="radio"/> pm

Filling out an overtime request is similar to filling out a leave request except time codes and lunch hour options are not available on an overtime request. Fill in the dates and times for the request and click on 'Add Hrs'.

**Note:** since you cannot include your lunch hour in the request, you will need to subtract any break/meal times taken from the total time of the request. For example, if you worked from 8am to 5pm on a Saturday but took a hour lunch, enter your time worked as 8am to 4pm to account for the hour lunch.

# Leave/Overtime Requests:

## Creating an Overtime Request

### Overtime Worked

<a href="#">Add Hrs</a>	Dates (mm/dd/yyyy)		Time Range	
	<a href="#">From Date</a>	<a href="#">To Date</a>	<a href="#">Start Time</a>	<a href="#">End Time</a>

XXX 07/27/2013-07/27/2013 08:00 am - 04:00 pm

XXX will default as the time code and the hours will appear in Week 1 or Week 2 of the time sheet. Once the request is submitted, an e-mail notification will be sent to the approver with the summary information displayed in the center area.

### Week 1

Select to Delete	Select to Edit	Time Code	Sun 07/21/2013	Mon 07/22/2013	Tue 07/23/2013	Wed 07/24/2013	Thu 07/25/2013	Fri 07/26/2013	Sat 07/27/2013	Total
<input type="checkbox"/>	<input type="checkbox"/>	XXX							8.0	8

### Week 2

Select to Delete	Select to Edit	Time Code	Sun 07/28/2013	Mon 07/29/2013	Tue 07/30/2013	Wed 07/31/2013	Thu 08/01/2013	Fri 08/02/2013	Sat 08/03/2013	Total

### Employee Comments

Came in on Saturday and worked 8 hours of overtime on project XXX888

### Approver Comments

# Leave/Overtime Requests:

## Creating an Overtime Request

Leave/Overtime Request				
<u>Save</u>	<u>Submit</u>	<u>Cancel</u>		
Employee Name:		YOSHIKO Y UCHIDA		
Pay Period:		07/21/2013 to 08/03/2013		
Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll processed)				
SIC: 14.9	VAC: 70.6	RHH: 0	COMP: 0	OCH: 0

Once the form has been created, select one of the following options from the top of the form:

**Save:** will save all changes made to the leave/overtime request in a draft status to allow edits or additions at a later time. Selecting 'Save' will not send an e-mail notification to the approver.

**Submit:** will save all changes made to the leave/overtime request and send an e-mail notification to the approver for review.

**Cancel:** will cancel out of the leave/overtime request without saving the changes.

# Leave/Overtime Requests: Viewing a Request

**I-Time** 07/19/2013  
[\[Save\]](#) [\[Submit\]](#) [\[Comments\]](#) [\[Reset\]](#)

[\[Top\]](#) [\[Bottom\]](#) [\[Leave Balances\]](#) [\[Week One\]](#) [\[Week Two\]](#) [\[Overrides\]](#) [\[Status\]](#)

**Cost Accounting**

Pay Period: 07/07/2013 to 07/20/2013 Pay Date: 08/02/2013  
Employee Name: YOSHIKO UCHIDA Pay Location: 2027  
Position: 0252 TEL Name: HUMAN RESOURCES  
FINANCIAL SPECIALIST

**Leave Balances**

[Create Leave/Overtime Request](#) [View Leave/Overtime Requests](#)

Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll processed)

SIC: 14.9	VAC: 70.6	RHH: 0	COMP: 0	OCH: 0
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**Week One**

Once your leave/overtime request has been saved or submitted, you will be able to view, edit or delete your request by clicking on the 'View Leave/Overtime Requests' link.

<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0
Totals:		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Leave/Overtime Requests: Viewing a Request

Create Leave/Overtime Request	View Leave/Overtime Requests
<b>Request-Draft</b> VAC 09/02/2013-09/02/2013 08:00 AM - 05:00 PM LUNCH=1	
<b>Request-Pending</b> Current Approver(s) -- GERALD FORD-140, JIMMY CARTER-140, GERALD FORD-140 SIC 09/13/2013-09/13/2013 01:00 PM - 05:00 PM LUNCH=1	
<b>Request-Approved</b> SIC 09/10/2013-09/10/2013 08:00 AM - 10:00 AM LUNCH=N	
<b>Request-Denied</b> Current Approver(s) -- GERALD FORD-140, JIMMY CARTER-140, GERALD FORD-140 VAC 09/03/2013-09/03/2013 08:00 AM - 05:00 PM LUNCH=1	
<b>Request-Deleted</b> Current Approver(s) -- GERALD FORD-140, JIMMY CARTER-140, GERALD FORD-140 XXX 09/07/2013-09/07/2013 08:00 AM - 12:00 PM	

To open an individual request, click on the color coded status link.

Note: leave requests are color-coded according to status. An e-mail notification is generated to the employee when the leave/overtime request is approved, deleted or denied by the approver.

# Leave/Overtime Requests: Viewing a Request

Leave/Overtime Request					
<a href="#">Edit</a>	<a href="#">Cancel</a>	<a href="#">Delete</a>			
Employee Name:		YOSHIKO Y UCHIDA			
Pay Period:		09/01/2013 to 09/14/2013			
Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll processed)					
SIC: 14.9	VAC: 70.6	RHH: 0	COMP: 0	OCH: 0	

  

### Leave Summary

SIC 09/13/2013-09/13/2013

#### Week 1

Time Code	Sun 09/01/2013
	0.0

Once a leave/overtime request has been opened, the options of edit, cancel and delete are displayed. If edit is chosen, the request will need to go back through the appropriate approval processes when re-submitted.

Note: a leave/overtime request can be edited by the employee until the time sheet has been reviewed or approved for payroll.

  

#### Week 2

Time Code	Sun 09/08/2013	Mon 09/09/2013	Tue 09/10/2013	Wed 09/11/2013	Thu 09/12/2013	Fri 09/13/2013	Sat 09/14/2013	Total
SIC						3.0		
	0.0	0.0	0.0	0.0	0.0	3.0	0.0	3.0

# Leave/Overtime Requests: Submitting Time

[\[Top\]](#) [\[Bottom\]](#)



- **Submit failed! Your timesheet cannot be submitted because you have unapproved leave/overtime requests.**

**An email has been sent to the appropriate approvers.**

**There has been an error processing your request.**

**Please contact your Central Payroll Officer (CPO) for help.**

Note: upon submission of the time sheet, the above error message will display if any leave/overtime request(s) have not been approved. An e-mail message will be automatically sent to the approver stating that their immediate action is required.

# Leave/Overtime Requests: Submitting Time

[\[Top\]](#) [\[Bottom\]](#)



✿ **Submit failed! The time on your time sheet does not reconcile with your approved leave requests. If you have unapproved leave requests an email has been sent to the appropriate approvers. If your leave requests are all approved you will need to edit the time sheet and correct the problem.**

**There has been an error processing your request.  
Please contact your Central Payroll Officer (CPO) for help.**

Note: if the time sheet does not reconcile with the leave request(s), the above error message will display when the time sheet is submitted. When reconciling the time sheet to the leave request, the system compares dates, hours and time codes. Overtime requests reconcile dates, hours and time codes with the time sheet.

# Leave/Overtime Requests: Submitting Time

**I-Time** 07/19/2013  
[Save] [Submit] [Comments] [Reset]

[\[Top\]](#) [\[Bottom\]](#) [\[Leave Balances\]](#) [\[Week One\]](#) [\[Week Two\]](#) [\[Overrides\]](#) [\[Status\]](#)

**Welcome: Yoshiko**

- Enter Time  
07/07/13 - 07/20/13
- View/Print Reports
- Applications Menu
- Log Off

**Help**  
**SCO Notice**

**Cost Accounting**  
Pay Period: 07/07/2013 to 07/20/2013 Pay Date: 08/02/2013  
Employee Name: YOSHIKO UCHIDA Pay Location: 2027  
Position: 0252 TEL Name: HUMAN RESOURCES  
FINANCIAL SPECIALIST

**Leave Balances**

Create Leave/Overtime Request	View Leave/Overtime Requests
Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll processed)	
SIC: 14.9	VAC: 70.6 RHH: 0 COMP: 0 OCH: 0

WARNING: Timesheet hours and approved leave request hours do not reconcile.

If your time sheet does not reconcile with your leave request, the above warning will also appear on your time sheet.

<input type="checkbox"/>									0.0
<input type="checkbox"/>									0.0
Totals:		0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0

# Leave/Overtime Requests: Accessing an Archived Request

**I-Time** 07/19/2013 [Save] [Submit] [Comments] [Reset]

Welcome: Grover

- Enter Time
- 07/07/13 - 07/20/13
- View/Print Reports**
- View/Print Individual Time sheet
- Log Off

Help

SCO Notice

**Cost Accounting**

Pay Period: 07/07/2013 to 07/20/2013 Pay Date: 08/02/2013  
Employee Name: GROVER CLEVELAND Pay Location: 3038  
Position: 0263 TEL Name: PAYROLL  
PROGRAM SYSTEM SPEC-7

**Leave Balances**

**Create Leave/Overtime Request**

Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll processed)

SIC: 3.7	VAC: 28	RHH: 0	COMP: 0	OCH: 0
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**Week One**

Hover the mouse over **View/Print Reports** and click on 'View/Print Individual Time Sheet' to access archived time sheets with leave requests.

<input type="checkbox"/>	▼	▼							0.0
<input type="checkbox"/>	▼	▼							0.0
<input type="checkbox"/>	▼	▼							0.0
<input type="checkbox"/>	▼	▼							0.0
<b>Totals:</b>			0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Leave/Overtime Requests: Accessing an Archived Request

I-Time 07/19/2013

[\[Top\]](#) [\[Bottom\]](#)

Welcome: Grover

- Enter Time
- View/Print Reports
- Applications Menu
- Log Off

Help

SCO Notice

07/07/13 - 07/20/13 ▼

**View or Print Time Sheet**

Report Criteria/Sort Options: Report Type = Employee Time Sheet  
Pay Periods Selected = 13015

Select Employee: CLEVELAND, GROVER

Select Archive: Current ▼

Select Report Type: Employee Time Sheet ▼

Select Pay Period:

Pay Period: 13014 Beg/End Date: 06/09 to 06/22 Pay Date: 07/05	▲
Pay Period: 13015 Beg/End Date: 06/23 to 07/06 Pay Date: 07/19	▼
Pay Period: 13016 Beg/End Date: 07/07 to 07/20 Pay Date: 08/02	
Pay Period: 13017 Beg/End Date: 07/21 to 08/03 Pay Date: 08/16	

[Continue](#)

To access an archived time sheet, select a time period in the **Select Archive** drop down box. The archived time sheets for that time period will populate the **Select Pay Period** box. Click on a pay period and click 'Continue' to view that time sheet.

# Leave/Overtime Requests: Accessing an Archived Request

**I-Time** 07/19/2013

Welcome: Grover

- Enter Time
- 07/07/13 - 07/20/1
- View/Print Reports
- Applications Menu
- Log Off

Help

SCO Notice Week 1

[\[Top\]](#) [\[Bottom\]](#)

[Print Time Sheet](#)      [Return to Selection Screen](#)

**State of Idaho  
Payroll Time Sheet**

Pay Period: 06/23/2013 to 07/06/2013

Employee Name: GROVER CLEVELAND

PCN: 0263 PROGRAM SYSTEM

Batch Number: 70029

Pay Date: 07/19/2013

Pay Location: 3038

TEL Name: PAYROLL

[View Leave/Overtime Requests](#)

SIC: 3.7
VAC: 28
RHH: 0
COMP: 0
OCH: 0

Click on the 'View/Leave Overtime Requests' link inside the archived time sheet.

Time Code	Sun 06/23	Mon 06/24	Tue 06/25	Wed 06/26	Thr 06/27	Fri 06/28	Sat 06/29	Totals				
ACT		8.0	8.0	8.0	8.0	8.0		40.0				
<b>Totals:</b>	0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0				

# Leave/Overtime Requests: Accessing an Archived Request

I-Time

07/19/2013

Welcome: Grover

• Enter Time

07/07/13 - 07/20/1

• View/Print Reports

• Applications Menu

• Log Off

Help

SCO Notice

[\[Top\]](#) [\[Bottom\]](#)

[Print Time Sheet](#)      [Return to Selection Screen](#)

State of Idaho  
Payroll Time Sheet

Pay Period: 06/23/2013  
Employee Name: GROVER  
PCN: 0263 PRO  
SPEC-AUTO  
Batch Number: 70029

Click on the color coded status to view the request.

[View Leave/Overtime Requests](#)

Request-Approved  
VAC 07/01/2013-07/03/2013 08:00 AM - 05:00 PM LUNCH=1  
VAC 07/05/2013-07/05/2013 08:00 AM - 05:00 PM LUNCH=1

SIC: 3.7    VAC: 28    RHH: 0    COMP: 0    OCH: 0

Week 1

# Leave/Overtime Requests: Accessing an Archived Request

**Leave/Overtime Request**

Cancel

**Employee Name:**  
**Pay Period:**

GROVER G CLEVELAND  
 06/23/2013 to 07/06/2013

**Leave Summary**

Click 'Cancel' after viewing.

VAC 07/01/2013-07/03/2013 08:00 AM - 05:00 PM LUNCH=1  
 VAC 07/05/2013-07/05/2013 08:00 AM - 05:00 PM LUNCH=1

**Week 1**

Time Code	Sun 06/23/2013	Mon 06/24/2013	Tue 06/25/2013	Wed 06/26/2013	Thu 06/27/2013	Fri 06/28/2013	Sat 06/29/2013	Total
	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

**Week 2**

Time Code	Sun 06/30/2013	Mon 07/01/2013	Tue 07/02/2013	Wed 07/03/2013	Thu 07/04/2013	Fri 07/05/2013	Sat 07/06/2013	Total
VAC		8.0	8.0	8.0		8.0		
VAC								
	0.0	8.0	8.0	8.0	0.0	8.0	0.0	32.0

**Employee Comments**  
 TAKING TIME OFF TO CAMP OVER THE HOLIDAY.

**Approver Comments**

# Thank You for Participating!

If you have additional questions that were not included in this online session, please utilize the following options:

- Access the help button in I-TIME
- Contact your local payroll office or
- E-mail the DSP Help Desk at [dsphelp@sco.idaho.gov](mailto:dsphelp@sco.idaho.gov)
- For questions regarding this PowerPoint or for training needs, please contact [dsptrainer@sco.idaho.gov](mailto:dsptrainer@sco.idaho.gov)